

**CARLISLE CANOE CLUB AGM**

**Tuesday, 8 December 2020 via Zoom**

1. **Present:-**

Jamie Brown (Vice Chairman, acting as Chairman), Norrie Brown (Treasurer), Tricia Rothwell (Secretary), John Storr (Coach/Leader Coordinator), Walter Mcphee (Junior Coaching Coordinator), John McAllister (Fundraising Officer), Ben McAllister (Welfare Officer), Jim Winterton, Tom Carter, Mike Fletcher, Tony Colla, Lorna and Charlie Graham

1. **Apologies**:-

Kenny Park (arrived before the meeting finished, during Item 10), Proudy, Richard Faughey-Scraggs, Sam Winterton

**Minutes of AGM on 16 December 2018**

Have been seen and are agreed.

1. **Chairman’s Report**

Norrie read the Chairman’s report on behalf of Kenny (attached as Appendix, or available on request to members).

1. **Finance Report**

Norrie presented the accounts for the year to 30 September 2020, which were audited by Mark Rutherford on 3 December 2020 (any member who wasn’t at the meeting who wishes to see the accounts, please ask Norrie for a copy).

The winter pool sessions for 2019/20 (which were almost at an end when lockdown began) made a small profit of £202.00. The total expenditure on new boats, canoe repairs, upgrades and sales (£3,629.60), after deducting the money realised on sales of redundant boats etc (£1,095.00), represents a net investment of £2,534.60. Membership income to the end of September was £1,118.00 (62 members in total), down from £2,250 last year (113 members in total). BC affiliation fees, paid in November 2019, based on last year’s membership, were £316.80, while £1,170.07 was paid for insurance, which covered two years’ insurance, owing to last year’s payment being delayed until just after the beginning of the financial year, and this year’s being paid at the normal time, just before the end of the financial year. The BC affiliation fees for this year (which will be included in next year’s accounts) are a little lower than last year’s fees at £257.40 owing to the reduced membership, and only one year’s insurance will need to be provided for in next year’s accounts.

Overall, as at 30 September 2020 the total of the credit bank balances for both the current and savings accounts, and the cash in hand, were down by £2,816 on the figure on the same date a year ago, which is not surprising in view of the Club’s decision to make a significant investment in equipment, though the decrease would have been about £1,000.00 less if membership had been at normal levels

1. **Coaching**

John Storr said that there was not much to report as we had been unable to take any beginners this year, although hopefully we will be able to resume enrolling beginners for coaching some time in the spring of next year. He said that we were short of coaches, and needed at least one more level 3 coach. Anyone interested in going down the route of coaching should be encouraged and supported; there are grants available to cover part of the fees for acquiring coaching skills, which the Club can top up.

There was a general discussion about coaching. Norrie said that he would be interested in moving up to a higher level of coaching, and Jim said that he is thinking of going down the route of coaching. Scott has completed a 2 day Paddlesport Instructor course and should be encouraged to move on to the Paddlesport Leader course..

Hope was expressed that Mike and Zoe Saunders might be able to return to assist with coaching when family commitments allow.

Tricia mentioned that she had noticed when submitting the affiliation form that Anthony is not a paid-up member this year, but John said that Mike Sunderland had asked him whether we would be supporting Anthony in his application for a Jim Wilson bursary to progress his coaching/leadership qualifications, so it may be that this is an oversight. Norrie will ask him.

With regard to resuming paddling in the spring, it is expected that there will be a further Committee meeting in February, and this should be discussed then.

Norrie has a list of people who have expressed interest in joining the Club when covid restrictions allow, to include both beginners, people with some paddling experience, and someone with a canoe leadership qualification.

**[The discussion on coaching was continued at a later point of the meeting under “Matters Arising”, which later discussion has for convenience been minuted here]**

It was noted that a policy recently adopted by BC has overruled our decision at the last AGM to allow people to coach so long as a qualified coach had assessed them as competent. Marc Johnston is one of those affected by this. John Mac said that he understood that BC might review this policy, but in the meantime we must accept it. John Mac is currently considering acquiring other qualifications. Mike Fletcher indicated that he has no objection in principle to doing coaching qualifications, but does not currently have the time.

Kenny mentioned that he had seen some information on a new centre of excellence giving access to courses at a reduced fee based in West Cumbria. John Mac thinks it may have been them he did a 2 day canoeing course with them, personal development rather than coaching.

Ben is gathering information on who has current DRB clearance and when it is up for renewal. He has received some information from members, but does not believe it to be complete. He will progress this, and at the same time will also gather up-to-date information on coaching qualifications.

First aid courses were last held in January 2018 and on 2 February 2019. John Mac has details of who attended each. It is thought that some people will be due to renew this qualification, and that non-coaches might also benefit. Ben will look into sourcing a suitable course once covid restrictions permit. Mike Fletcher will give him some names of course providers.

1. **Club Constitution**

A draft amended Constitution had been circulated to members in advance of the meeting, and some members had already given feedback which had resulted in alternative drafts being put forward. Working from the latest revised draft, posted on Facebook by Tricia on 6 December, Norrie read through the draft clause by clause inviting anyone who had any comments to put them forward.

Various clauses were discussed, and the following alterations to the draft were agreed upon:

Conduct matters in relation to safeguarding issues would be dealt with by a Conduct sub-Committee of Welfare Officer plus 4 appointed from the main Committee at the AGM each year; the number dealing with these matters was to be limited to 5 because of the sensitivity of such matters, and the need for confidentiality. All other conduct matters would be dealt with by the full Committee.

Regarding suspension of a member in situations where urgent action needed to be taken, this would have to be decided on by at least 3 members of the Committee (or 3 members of the sub-Committee in the case of safe-guarding issues).

Any request to the Committee or sub-Committee to invite witnesses would need to be made at least 3 days before the conduct meeting.

The Committee or sub-Committee would have discretion not to invite witnesses requested by the complainee, provided good reasons for not doing so were given.

Tricia felt that it would be necessary to have a final draft incorporating the above changes before having a vote on adopting the new Constitution. It was proposed that Tricia redraft the amended Constitution to incorporate the above changes, and that the revised draft be then brought back to a General Meeting with a view to the new Constitution being formally adopted. That proposal was passed unanimously.

1. **Awards**
2. A motion was put forward that all awards apart from the Jim Wilson award for outstanding contribution to the Club be suspended for this year, to be resumed next year, which motion was passed.
3. Norrie reported that he had received nominations (effectively votes this year) for 4 people for the Jim Wilson award, namely (in no particular order) Kenny, Tom, Ben and John Mac. He then announced the winner, Ben McAllister, for his contribution in carrying out the risk assessment and getting the Club’s covid paddling arrangements up and running. Congratulations to Ben.
4. **Affiliation/ Accreditation**

Tricia reported that BC affiliation had been renewed for the next year. As for the scheme to replace the old Clubmark accreditation, BC are now well on the way to finalising this. It is to be more tailored to suit individual clubs’ specialisms than the old system. Clubs aspiring to be accredited will need to complete a questionnaire, setting out what they feel they are competent in and where they aspire to improvement, and setting themselves targets. There will be a list of specialist areas for them to select from, or they can put forward their own ideas for a niche specialism. It is likely that we will continue to specialise in bringing on young paddlers, but this can be a subject for discussion in due course. For now the next step is for a Zoom meeting between our Regional Development Officer and whoever is elected as the Chairman, Treasurer and Secretary following this meeting, so that Phil can fully explain the scheme.

1. **Matters Arising**
2. As stated in Kenny’s report, the Club website is now up and running. Tom reported on some data provided by Wix as follows:

623 people have looked at the site

There have been 34 contacts, mostly people seeking information about the club

88% of the visitors to the site have been new visitors

Each person spends an average of 3 or 4 minutes on the site

Those present felt that this showed that maintaining the website was beneficial to the Club.

1. As reported in Committee meetings, after all we will not have to vacate the Club premises for the construction works at the Sands.

John Mac said that access into the Club Premises may be difficult for a period this winter when the Pantomime is on as public access into the Sands Centre to attend the Pantomime will be from the side door.

1. **Any Other Business**
2. John Mac reported a conversation with Jan Wilson, Jim Wilson’s widow, in which Jan had said that she still had some of Jim’s equipment, which the Club would be welcome to have if it was of any use. John will arrange to have a look at what there is.
3. Norrie has been gathering information as to who currently holds keys to the Club Premises. So far those who have given their names to Norrie are as follows:

Norrie Brown, Kenny Park, Tom Carter, john McAllister, Tony Colla, John Storr, Walter McPhee, Marc Johnstone, Proudy (Dave Proudfoot), Scott Pollendine, Mike Saunders, Zoe Saunders, Rachel Prudham, Jamie Brown, Tricia Rothwell, Ben McAllister, Ray Petrie, Antony Pike Bower, Jim Winterton

1. There was a vote of thanks to Mark Rutherford for his work in auditing the Club accounts.
2. Walter said that although he would like to return to coaching in due course, he is not expected to be able to do so until at least May next year. Mike Fletcher volunteered to cover for him as much as he could in the interim, though he may need the help of other coaches in view of the fact that he is not formally qualified as a coach.
3. All those who have not renewed their membership should have access to the Club Facebook page withdrawn, after a formal warning. The only exceptions will be for those whom it is in the Club’s interests to give access to, even though they are not Club members, for example, in the past Alan Ashby of Cumbria Canoeists. Norrie will attend to this.
4. **Election of Officers**

Kenny indicated that he had decided to stand down as Chairman, having held the position for 2 years. Thanks were expressed by all to Kenny for the sterling work he had done in this role.

There was discussion about the number of officers on the Committee. It was felt that the number last year (14, of whom 13 were voting members) was too many. In particular it was felt that it was not necessary to have 3 equipment officers; having 3 might tend to lead to an element of confusion over who was actually responsible for lending out kit etc., while it was always going to be possible for a kit officer to seek the input of other people as appropriate when kit was required, so as to reduce the burden on him/her. Accordingly it was decided that there should only be one equipment officer.

Also, the role of Volunteer Co-ordinator was felt not to be essential, this being a position that the Club had been encouraged by BC to create at some time in the past, but which had proved to be rather nebulous.

Finally, John Mac, currently the Fund-raising Officer, felt that this role could be combined with Events Safety Officer; if his fellow members wished, John expressed himself to be willing to undertake both roles, which would also mean that Tony could be released from being Events Safety Officer, which he has been wanting for some time. John acknowledged that he would need to find the means to do the necessary courses to qualify himself as Events Safety Officer.

The following officers were duly elected:

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| Chairman | Jamie Brown |
| Vice Chairman | Jim Winterton |
| Treasurer | Norrie Brown |
| Secretary | Tricia Rothwell |
| Welfare Officer | Ben McAllister |
| Fundraising/Safety Events Officer | John McAllister |
| Coach Leader/Development Officer | John Storr |
| Junior Coaching Co-ordinator | Walter Mcphee |
| Youth Representatives | Sam Winterton and Charlie Graham |
| Joint Equipment Officers | Proudy |

1. **Forthcoming Activities**
2. Saturday paddling will resume as per the arrangements decided upon by the covid sub- Committee on 12 December 2020, to continue on 19 December 2020, and then to resume on 9 January 2021. Ben will post on the Club’s Facebook page, and Tricia will alter the Club’s website.
3. There will be a lake trip on Derwentwater on Sunday 20 December 2020, meet at Kettlewell ready to paddle at 10.00am. Norrie will post details on Facebook.
4. The Wavehopper is scheduled to take place on 24 April 2021 all being well.
5. **Next meeting**

The next ordinary Committee Meeting is on Tuesday 9 February 2021, 7.30pm, venue to be arranged. The next AGM will be fixed by the Committee in due course.

**PMR 15/12/20**